The Moray Council Council Office High Street Elgin IV30 1BX Tel: 0300 1234561 Email: development.control@moray.gov.uk

Applications cannot be validated until all the necessary documentation has been submitted and the required fee has been paid.

Thank you for completing this application form:

ONLINE REFERENCE   100605113-012

The online reference is the unique reference for your online form only. The Planning Authority will allocate an Application Number when your form is validated. Please quote this reference if you need to contact the planning Authority about this application.

Description of Proposal

Please describe accurately the work proposed: * (Max 500 characters)

Proposed Part Change of Use of Land from Agricultural to Garden Ground (Part Retrospective)

Has the work already been started and/ or completed? *

☐ No T Yes - Started ☐ Yes – Completed

Please state date of completion, or if not completed, the start date (dd/mm/yyyy): *

10/04/2023

Please explain why work has taken place in advance of making this application: *
(Max 500 characters)

Applicant progressing with general landscaping works within their existing plot curtilage, however this has extended into the area subject to the current application - The enforcement officer has carried out a site visit and deemed this to be development. As such, retrospective application has been requested following discussions with the Applicant.

Applicant or Agent Details

Are you an applicant or an agent? * (An agent is an architect, consultant or someone else acting

on behalf of the applicant in connection with this application)   ☐ Applicant T Agent

Agent Details

Please enter Agent details

Company/Organisation:	Machin Dunn + MacFarlane		
Ref. Number:		You must enter a Building Name or Number, or both: *	
First Name: *	Neil	Building Name:	
Last Name: *	MacFarlane	Building Number:	11
Telephone Number: *	01259 212962	Address 1 (Street): *	Bank Street
Extension Number:		Address 2:	
Mobile Number:		Town/City: *	Alloa
Fax Number:		Country: *	Scotland
		Postcode: *	FK10 1HP
Email Address: *	neil@mdm-architecture.co.uk		

Is the applicant an individual or an organisation/corporate entity? *

T Individual $\leq$ Organisation/Corporate entity

Applicant Details

Please enter Applicant details

Title:	Mr	You must enter a Building Name or Number, or both: *	
Other Title:		Building Name:	The Forecourt
First Name: *	John	Building Number:	
Last Name: *	Marshall	Address 1 (Street): *	Cummingston
Company/Organisation		Address 2:	
Telephone Number: *		Town/City: *	Elgin
Extension Number:		Country: *	Scotland
Mobile Number:		Postcode: *	IV30 5XY
Fax Number:			
Email Address: *	███████████		

Site Address Details

Planning Authority:

Moray Council

Full postal address of the site (including postcode where available):

Address 1:

THE FORECOURT

Address 2:

CUMMINGSTON

Address 3:

Address 4:

Address 5:

Town/City/Settlement:

ELGIN

Post Code:

IV30 5XY

Please identify/describe the location of the site or sites

Northing	868851	Easting	312787

Pre-Application Discussion

Have you discussed your proposal with the planning authority? *   T Yes ≤ No

Pre-Application Discussion Details Cont.

In what format was the feedback given? *

≤ Meeting   T Telephone   ≤ Letter   T Email

Please provide a description of the feedback you were given and the name of the officer who provided this feedback. If a processing agreement [note 1] is currently in place or if you are currently discussing a processing agreement with the planning authority, please provide details of this. (This will help the authority to deal with this application more efficiently.) * (max 500 characters)

Various discussions with Planning Enforcement Officer (Mr Stuart Dale) in relation to works underway and proposals going forward.

Title:	Mr	Other title:	
First Name:	Stuart	Last Name:	Dale
Correspondence Reference Number:		Date (dd/mm/yyyy):	

Note 1. A Processing agreement involves setting out the key stages involved in determining a planning application, identifying what information is required and from whom and setting timescales for the delivery of various stages of the process.

Trees

Are there any trees on or adjacent to the application site? * ≤ Yes T No

If yes, please mark on your drawings any trees, known protected trees and their canopy spread close to the proposal site and indicate if any are to be cut back or felled.

Access and Parking

Are you proposing a new or altered vehicle access to or from a public road? * T Yes ≤ No

If yes, please describe and show on your drawings the position of any existing, altered or new access points, highlighting the changes you proposed to make. You should also show existing footpaths and note if there will be any impact on these.

How many vehicle parking spaces (garaging and open parking) currently exist on the application site? *

4

How many vehicle parking spaces (garaging and open parking) do you propose on the site (i.e. the total of existing and any new spaces or a reduced number of spaces)? *

4

Please show on your drawings the position of existing and proposed parking spaces and identify if these are for the use of particular types of vehicles (e.g. parking for disabled people, coaches, HGV vehicles, cycle spaces).

Planning Service Employee/Elected Member Interest

Is the applicant, or the applicant's spouse/partner, either a member of staff within the planning service or an elected member of the planning authority? * ≤ Yes T No

Certificates and Notices

CERTIFICATE AND NOTICE UNDER REGULATION 15 – TOWN AND COUNTRY PLANNING (DEVELOPMENT MANAGEMENT PROCEDURE) (SCOTLAND) REGULATION 2013

One Certificate must be completed and submitted along with the application form. This is most usually Certificate A, Form 1, Certificate B, Certificate C or Certificate E.

Are you/the applicant the sole owner of ALL the land? * T Yes ≤ No

Is any of the land part of an agricultural holding? * T Yes ≤ No

Do you have any agricultural tenants? * ≤ Yes T No

Certificate Required

The following Land Ownership Certificate is required to complete this section of the proposal:

Certificate E

Land Ownership Certificate

Certificate and Notice under Regulation 15 of the Town and Country Planning (Development Management Procedure) (Scotland) Regulations 2013

Certificate E

I hereby certify that –

(1) – No person other than myself/the applicant was the owner of any part of the land to which the application relates at the beginning of the period 21 days ending with the date of the application.

(2) - The land to which the application relates constitutes or forms part of an agricultural holding and there are no agricultural tenants

Or

(1) – No person other than myself/the applicant was the owner of any part of the land to which the application relates at the beginning of the period 21 days ending with the date of the application.

(2) - The land to which the application relates constitutes or forms part of an agricultural holding and there are agricultural tenants.

Name:

Address:

Date of Service of Notice: *

(4) – I have/The applicant has taken reasonable steps, as listed below, to ascertain the names and addresses of the other owners or agricultural tenants and *have/has been unable to do so –

Signed: Neil MacFarlane

On behalf of: Mr John Marshall

Date: 04/12/2023

T   Please tick here to certify this Certificate. *

Checklist – Application for Householder Application

Please take a few moments to complete the following checklist in order to ensure that you have provided all the necessary information in support of your application. Failure to submit sufficient information with your application may result in your application being deemed invalid. The planning authority will not start processing your application until it is valid.

a) Have you provided a written description of the development to which it relates?. * T Yes ≤ No

b) Have you provided the postal address of the land to which the development relates, or if the land in question T Yes ≤ No
has no postal address, a description of the location of the land? *

c) Have you provided the name and address of the applicant and, where an agent is acting on behalf of the T Yes ≤ No
applicant, the name and address of that agent.? *

d) Have you provided a location plan sufficient to identify the land to which it relates showing the situation of the T Yes ≤ No
land in relation to the locality and in particular in relation to neighbouring land? *. This should have a north point
and be drawn to an identified scale.

e) Have you provided a certificate of ownership? * T Yes ≤ No

f) Have you provided the fee payable under the Fees Regulations? * T Yes ≤ No

g) Have you provided any other plans as necessary? * T Yes ≤ No

Continued on the next page

A copy of the other plans and drawings or information necessary to describe the proposals
(two must be selected). *

You can attach these electronic documents later in the process.

T   Existing and Proposed elevations.

≤   Existing and proposed floor plans.

≤   Cross sections.

T   Site layout plan/Block plans (including access).

≤   Roof plan.

T   Photographs and/or photomontages.

Additional Surveys – for example a tree survey or habitat survey may be needed. In some instances you ≤ Yes T No
may need to submit a survey about the structural condition of the existing house or outbuilding.

A Supporting Statement – you may wish to provide additional background information or justification for your T Yes ≤ No
Proposal. This can be helpful and you should provide this in a single statement. This can be combined with a
Design Statement if required. *

You must submit a fee with your application. Your application will not be able to be validated until the appropriate fee has been
Received by the planning authority.

Declare – For Householder Application

I, the applicant/agent certify that this is an application for planning permission as described in this form and the accompanying
Plans/drawings and additional information.

Declaration Name: Mr Neil MacFarlane

Declaration Date: 04/12/2023

Payment Details

Departmental Charge Code: _